

TRANSIT OPERATIONS MANAGER*Class Definition*

Under general direction, plans, organizes, and directs the activities of the Transit Operations Division.

Distinguishing Characteristics

Transit Operations Manager is the head of the Operations Division of Fresno Transit. Reporting to the Assistant Director of Transportation - Transit General Manager, the incumbent directs the operation, modification, and expansion of transit services and liaison activities between other City departments and various outside agencies. This class differs from the Transit Maintenance Manager in that the incumbent of the latter directs the activities of the Maintenance Division. This is an unclassified position in which the incumbent serves at the will of the Director of Transportation.

Typical Tasks

(The incumbent may not be assigned all the duties listed, nor do the examples cover all the duties which may be assigned.)

Plans, organizes, and directs the activities of the Transit Operations Division.

Analyzes and plans transit operations; recommends improvements, modifications, or elimination of schedules and routes.

Markets and promotes the use and expansion of the transit system through meetings with community groups, the general public and by attending public hearings and informational meetings.

Responds to inquiries, complaints, and correspondence from riders and the public; prepares special reports and studies and conducts investigations related to transit operations.

Supervises transit safety and training programs and the maintenance and compilation of related records; processes compensation claims; and coordinates the driver physical exam program.

Prepares and monitors the division budget; prepares reports on division activities.

Acts as liaison with other City departments, various outside agencies, and the general public.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of state and federal requirements for mass transit systems.

Knowledge of the administration and operation of public passenger transportation systems and related safety procedures, rules, ordinances, regulations, and traffic laws.

Knowledge of transit planning, schedule writing, promotional methods and associated tasks.

Ability to direct transit personnel and activities.

Ability to plan, implement, and maintain a comprehensive safety, training and development program.

Ability to handle labor relations problems and to participate in labor negotiations.

Ability to express ideas effectively in oral and written form.

Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in transportation, business or public administration, or closely related field; and two years of progressively responsible management experience in public or private transit system operations. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid Class C California Driver's License within six weeks of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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